

CRIMINAL JUSTICE TRAINING REFERENCE MANUAL

RADAR OPERATOR GUIDELINES

SEP 98

DEPARTMENT OF CRIMINAL JUSTICE SERVICES UNIFORM GUIDELINES FOR THE TRAINING OF LAW ENFORCEMENT RADAR OPERATORS JULY 15, 1991

Rev. 3/15/95

I. BASIC RADAR OPERATOR TRAINING REQUIREMENTS

Effective July 1, 1991, Section 9-170 of the Code of Virginia was amended whereby the Criminal Justice Services Board may establish minimum training standards for radar operators and minimum qualifications for radar instructors. Pursuant to this amendment, guidelines of the Criminal Justice Services Board recommend that all newly appointed radar operators on or after July 1, 1991, attend and satisfactorily complete a radar operators school of a minimum of sixteen (16) hours, and meet applicable training objectives as established by the Department of Criminal Justice Services in the DCJS document: "Training and Testing Objectives for Radar Operator Training." Additionally, the Board recommends all radar operators newly appointed on or after January 31, 1995, complete field training for radar operators as outlined in Section III of these guidelines. All radar operators trained prior to July 1, 1991 may be considered grandfathered from having to complete the basic radar operator training guidelines established by the Criminal Justice Services Board provided they completed radar operator retraining on or before December 31, 1994.

II. RADAR OPERATOR EXEMPTION PROVISION

All out of state law enforcement officers previously trained in radar operation and newly appointed to a Virginia law enforcement agency to operate radar, who have been out of such employment less than 12 months and who have operated radar within the previous twelve months will be required to complete a four (4) hour retraining session for radar operators as set forth in Section IV.B. of this policy prior to being considered for an exemption under these guidelines. Any officer failing to successfully complete such training should be treated as a newly appointed radar operator and should meet requirements as set forth in Section I of these guidelines. Any such officer out of such employment in excess of 12 months will be treated as a newly appointed radar operator.

III. HOW RADAR OPERATOR TRAINING MAY BE RECEIVED

To comply with these guidelines, basic radar operator training should be received in one of the following methods:

- A. Attendance and satisfactory completion of a radar operators school conducted by the Department of Criminal Justice Services or a certified criminal justice academy.
- B. Attendance and satisfactory completion of a radar operators school conducted by a Virginia law enforcement agency. Such training must be conducted by a radar instructor certified by the Department of Criminal Justice Services. The curriculum for such training must meet or exceed the guidelines established by the Criminal Justice Services Board. Records of attendance, lesson plans, tests, and test results must be maintained by the agency providing such training; or
- C. Attendance and satisfactory completion of a recognized training school which primarily provides training to criminal justice officers, whose radar operator training curriculum meets or exceeds these guidelines established by the Criminal Justice Services Board (i.e. Virginia Commonwealth University - Transportation Safety Training Center, Northwestern Traffic Institute, Institute of Police Technology and Management, etc.)
- D. Field training must be completed upon attendance and satisfactory completion of a radar operators school as provided in subsection A above. Field training must include a minimum of eight (8) hours of practical radar training, four (4) of which must be conducted during nighttime hours, under the supervision of a certified radar operator. At a minimum, training will include set up, testing and operation of the unit, visual speed estimations in a stationary and moving mode and establishing tracking histories. Documentation of compliance with field training requirements is the responsibility of the employing agency of the radar operator.

IV. RADAR OPERATOR RETRAINING REQUIREMENTS

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To comply with these guidelines, every radar operator must meet one of the following retraining requirements:

- A . Successfully pass a written examination for radar operators, no later than December 31 of every third calendar year following completion of initial training. Such written test must be prepared by a certified criminal justice academy or a certified radar operator instructor and may be administered by the above party or another certified general instructor; or
- B . Attend and successfully complete a minimum of a four (4) hour retraining session covering objectives one (1) through sixteen (16) of the document entitled "Training and Testing Objectives for Radar Operators." This retraining session must be instructed by a certified criminal justice training academy or by a Virginia law enforcement agency utilizing a radar instructor approved by the Department of Criminal Justice Services, or a recognized training school which primarily provides training to criminal justice officers whose radar operator training curriculum meets or exceeds the standards established by the Department of Criminal Justice Services (i.e. Virginia Commonwealth University - Transportation Safety Training Center, Northwestern Traffic Institute, Institute of Police Technology and Management, etc.)
- C . Any person who fails to answer the sixteen non-performance objectives correctly on the first examination will be required to attend and successfully complete the four (4) hour retraining session as set forth in subsection B. above. Any individual who fails to answer the sixteen non-performance objectives correctly on the first examination after attending the four (4) hour retraining session will be required to attend a basic radar operators school.

V . RADAR OPERATOR TESTING/RETESTING CRITERIA

To comply with these guidelines, the minimum criteria to be used when conducting written testing or retesting of radar operators will include the following:

- A . All test questions must be directly related to the knowledge, skills and abilities described in the sixteen (16) non-performance based learning objectives, the department's radar operator policy, and the radar instrument to be used by the student.
- B . When grading radar operator written tests, all test questions relating to the non-performance-based training objectives, one (1) through (16), must be correctly answered.
- C . Only a DCJS certified academy or certified radar instructor may conduct testing, retesting and grading of radar operators tests.
- D . All test records are subject to the provisions of Section IX.

VI . RADAR INSTRUCTOR REQUIREMENTS

To comply with these guidelines, effective July 1, 1992, all instructors providing radar instruction must meet the rules as established in the Rules Relating To Certification of Criminal Justice Instructors.

VII . HOW RADAR INSTRUCTOR TRAINING MAY BE RECEIVED

To comply with these guidelines, radar instructor training may be received by attending and satisfactorily completing a training school specifically designed for radar instructors which has been approved by the Department of Criminal Justice Services and conducted at a certified criminal justice academy, or by attending and successfully completing a recognized training school designed for radar instructors which meets or exceeds the guidelines established by the Criminal Justice Services Board.

VIII . RADAR INSTRUCTOR "GRANDFATHER PROVISION"

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Effective July 1, 1992, and until December 31, 1992, a limited opportunity to certify individuals as radar instructors under a "grandfather provision" was provided to instructors providing radar instruction. Individuals approved for the "grandfather provision":

- A . Must have attended and successfully completed a radar operator instructors course prior to June 30, 1992, based upon the National Highway Traffic Safety Administration (NHTSA) Radar Instructor Guidelines; and
- B . Must have submitted a properly completed DCJS Application for Instructor Certification/Recertification along with documentation of the successful completion of the radar instructor training program as described in subsection A.

IX . RECORDS MAINTENANCE REQUIREMENTS

In order to comply with these guidelines:

- A . It is the responsibility of the chief of police, sheriff or agency administrator to maintain records relating to the basic radar operator training and retraining of law enforcement officers in the operation of radar.
- B . Basic radar operators school or radar operators retraining session records should include attendance rosters, lesson plans, tests and test results.

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